

U.S. District Court – Eastern District of California
Opportunity Announcement #2017-20

Pro Se Law Clerk
(Temporary)



Sacramento, California
www.caed.uscourts.gov

Position Details

Job Grade: JSP 12-14
Starting Salary Range:
12/1 - \$77,863
13/1 - \$92,589
14/1 - \$101,409

Closing Date: Position is open until filled; however, materials filed by September 22, 2017 will be given preference.

How to Apply:

Applicants must provide:

- 1) An introductory cover letter.
- 2) A chronological resume.
- 3) A copy of law school transcript.
- 4) Two writing samples (each less than ten pages in length).
- 5) A list of three professional references.

Requested materials must be submitted through the OSCAR system: <http://oscar.uscourts.gov>. The posting is listed under the account of U.S. Magistrate Judge Deborah Barnes.

For more information about the US courts visit:
www.uscourts.gov/careers

The court is accepting applications for a full-time, temporary Pro Se Law Clerk position in our Sacramento office. The incumbent will assist U.S. Magistrate Judge Deborah L. Barnes by conducting extensive research and writing on civil rights cases and writs of habeas corpus filed by prisoners. The incumbent will substantively review pleadings, prepare bench memos, and draft orders on such matters that are pending before the judge.

The expected start date of employment will be on or shortly after October 2, 2017 and funding is available through September 30, 2018. Continuation beyond this date is subject to further funding availability.

MINIMUM QUALIFICATIONS

For consideration, applicants must be law school graduates with strong academic records and must possess strong demonstrated writing, research and case management skills and the ability to work independently in a production oriented, high-volume work environment. Applicants also must possess at least one year of post graduate work experience and Bar membership in a state, territory or federal court of general jurisdiction.

Prior federal clerkship experience is desirable and applicants who possess post-graduate work experience with pro se plaintiffs' constitutional claims filed under 42 U.S.C. 1983 and/or with writs of habeas corpus are highly preferred.

Disclosures

- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.
- Employees of the U. S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees. Court employees are subject to a Code of Conduct. A copy will be provided upon request.
- Applicants must be either U.S. citizens or eligible to work for the United States government.